

**Programs at Harnett Correctional Institution**

**BUSINESS TECHNOLOGIES**

**Business Administration**

**Credential: - Associate in Applied Science**

**Degree in Business Administration**

**A25120PO**

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Entrance Standards: See General Admission Standards on page 6 (Gen. Info section).

Academic Standards: See General Academic Standards on page 16 (Gen. Info section).

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Business Administration

Program Sites:

Harnett Correctional Institute - Day Program

**Course Requirements for Business Administration Degree**

A. General Education Courses (16 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
ENG 114 Prof Research & Reporting	3-0-3
*HUM 115 Critical Thinking	3-0-3
**MAT 140 Survey of Mathematics	3-0-3
PSY 150 General Psychology	3-0-3

B. Required Major Core Courses (19 SHC)	
ACC 120 Prin. of Financial Acct	3-2-4
BUS 115 Business Law I	3-0-3
BUS 137 Principles of Management	3-0-3
***CIS 110 Introduction to Computers	2-2-3
MKT 120 Principles of Marketing	3-0-3

Choose One (3 SHC)	
ECO 151 Survey of Economics	3-0-3
ECO 251 Prin. of Microeconomics	3-0-3
ECO 252 Prin. of Macroeconomics	3-0-3

C. Other Major Hours Required	(36 SHC)
ACC 121 Prin. of Managerial Acct	3-2-4
BUS 110 Introduction to Business	3-0-3
BUS 125 Personal Finance	3-0-3
BUS 153 Human Resource Management.	3-0-3
BUS 225 Business Finance	2-2-3

BUS 240 Business Ethics	3-0-3
BUS 255 Org Behavior in Business	3-0-3
BUS 260 Business Communications	3-0-3
MKT 223 Customer Service	3-0-3
Major Electives	8-0-8

**Major Elective Course Listing (Select a minimum of 8 SHC hours)**

ACC 122 Prin. of Financial Acct II	3-0-3
ACC 129 Individual Income Taxes	2-2-3
ACC 140 Payroll Accounting	1-2-2
BUS 116 Business Law II	3-0-3
BUS 151 People Skills	3-0-3
BUS 280 REAL Small Business	4-0-4
INT 110 International Business	3-0-3
OST 131 Keyboarding	1-2-2
OST 137 Office Software Applications	1-2-2

Minimum Total Semester Hours Credit Required for Graduation: 71

**Semester Curriculum for Business Administration Degree**

1st Semester (Fall)	C-L-SHC
ACC 120 Prin. of Financial Acct	3-2-4
BUS 110 Introduction to Business	3-0-3
BUS 125 Personal Finance	3-0-3
**CIS 110 Introduction to Computers	2-2-3
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
	14-6-17

2nd Semester (Spring)	
ACC 121 Prin. of Managerial Acct	3-2-4
BUS 137 Principles of Management	3-0-3
*ECO 151 Survey of Economics	3-0-3
ENG 114 Prof Research & Reporting	3-0-3
***HUM 115 Critical Thinking	3-0-3
MKT 120 Principles of Marketing	3-0-3
	18-2-19

3rd Semester (Fall)	
BUS 115 Business Law I	3-0-3
BUS 153 Human Resource Management	3-0-3
BUS 225 Business Finance	2-2-3
***MAT 140 Survey of Mathematics	3-0-3
PSY 150 General Psychology	3-0-3
Major Electives	3-0-3
	17-2-18

4th Semester (Spring)	
BUS 260 Business Communications	3-0-3
BUS 240 Business Ethics	3-0-3
BUS 255 Org Behavior in Business	3-0-3
MKT 223 Customer Service	3-0-3
Major Electives	6-0-6
	18-0-18

Total Semester Hours Credit: 72

## CONSTRUCTION TECHNOLOGIES

### Carpentry

**Credential: Diploma in Carpentry**

**D35180P0**

The carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught. Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation. Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 3 semesters

Career Pathway Options:

Diploma in Carpentry

Program Sites: Harnett Correctional Institution - Day

#### Course Requirements for Carpentry Diploma

A. General Education Courses (6 SHC)	C-L-SHC
ENG 102 Applied Communication II	3-0-3
MAT 101 Applied Math I	2-2-3

#### B. Required Major Core Courses (27 SHC)

BPR 130 Blueprint Reading/Construction	1-2-2
CAR 111 Carpentry I	3-15-8
CAR 112 Carpentry II	3-15-8
CAR 113 Carpentry III	3-9-6
CAR 115 Residential Planning/Estimating	3-0-3

#### C. Other Major Hours Required for Graduation (11 SHC)

CAB 111 Cabinetmaking I	4-9-7
CAR 114 Residential Building Codes	3-0-3
ISC 110 Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 44

#### Semester Curriculum for Carpentry Diploma

1st Semester (Fall)	C-L-SHC
BPR 130 Blueprint Reading/Construction	1-2-2
CAR 111 Carpentry I	3-15-8
CAR 114 Residential Building Codes	3-0-3
ISC 110 Workplace Safety	1-0-1
MAT 101 Applied Math I	2-2-3
	10-19-17

#### 2nd Semester (Spring)

CAB 111 Cabinetmaking I	4-9-7
CAR 115 Residential Planning/Estimating	3-0-3
CAR 113 Carpentry III	3-9-6
ENG 102 Applied Communication II	3-0-3
	13-18-19

#### Semester (Summer)

CAR 112 Carpentry II	3-15-8
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Total Semester Hours Credit: 44

## CONSTRUCTION TECHNOLOGIES

### Electrical/Electronics Technology

**Credential: Diploma in Electrical/Electronics**

**Technology**

**D35220P0**

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options: Diploma in Electrical/Electronics Technology

Program Sites: Harnett Correctional Institution - Day

#### Course Requirements for Electrical/Electronics Technology Diploma

A. General Education Courses (6 SHC)	C-L-SHC
ENG 102 Applied Communication II	3-0-3
MAT 101 Applied Math I	2-2-3

#### B. Required Major Core Courses (17 SHC)

ELC 112 DC/AC Electricity	3-6-5
ELC 113 Basic Wiring	2-6-4
ELC 114 Basic Wiring II	2-6-4
ELC 117 Motors and Controls	2-6-4

#### C. Other Major Hours Required for Graduation (14 SHC)

ELC 118 National Electrical Code (NEC)	1-2-2
ELC 119 NEC Calculations	1-2-2
ELC 121 Electrical Estimation	1-2-2
ELC 125 Diagrams and Schematics	1-2-2
ELC 126 Electrical Computations	2-2-3
ELC 132 Electrical Drawings	1-3-2
ISC 110 Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 37

#### Semester Curriculum for Electrical/Electronics Technology Diploma

1st Semester (Fall)	C-L-SHC
ELC 112 DC/AC Electricity	3-6-5
ELC 113 Basic Wiring	2-6-4
ELC 118 National Electrical Code	1-2-2
ELC 125 Diagrams and Schematics	1-2-2
ELC 126 Electrical Computations	2-2-3
ISC 110 Workplace Safety	1-0-1
MAT 101 Applied Math I	2-2-3
	12-20-20

2nd Semester (Spring)		
ELC 114	Basic Wiring II	2-6-4
ELC 117	Motors and Controls	2-6-4
ELC 119	NEC Calculations	1-2-2
ELC 121	Electrical Estimation	1-2-2
ELC 132	Electrical Drawings	1-3-2
ENG 102	Applied Communication II	3-0-3
		10-19-17

Total Semester Hours Credit: 27

## CONSTRUCTION TECHNOLOGIES

### Masonry

**Credential: Diploma in Masonry**

**D35280P0**

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits. Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units. Upon completion, students will be issued a diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options:

Diploma in Masonry

Program Sites: Harnett Correctional Institution - Day

#### Course Requirements for Masonry Diploma

A. General Education Courses (6 SHC) C-L-SHC

MAT 101	Applied Math I	2-2-3
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#### B. Required Major Core Courses (30 SHC)

BPR 130	Blueprint Reading/Construction	1-2-2
ENG 102	Applied Communication II	3-0-3
MAS 110	Masonry I	5-15-10
MAS 120	Masonry II	5-15-10
MAS 130	Masonry III	6-6-8

#### C. Other Major Hours Required for Graduation (1 SHC)

ISC 110	Workplace Safety	1-0-1
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Total Semester Hours Credit required for graduation: 37

#### Semester Curriculum for Masonry Diploma

1st Semester (Fall)		
BPR 130	Blueprint Reading/Construction	1-2-2
ISC 110	Workplace Safety	1-0-1
MAS 110	Masonry	5-15-10
MAT 101	Applied Math I	2-2-3
		9-19-16

2nd Semester (Spring)		
ENG 102	Applied Communication II	3-0-3
MAS 120	Masonry II	5-15-10
MAS 130	Masonry III	6-6-8
		14-21-21

Total Semester Hours Credit: 37

## INDUSTRIAL TECHNOLOGY

### Electronic Servicing Technology

**Credential: Diploma in Electronic Servicing Technology**

**D50120P0**

The electronic servicing technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry-level skills necessary for success in an ever-changing high technology world. Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes digital and microprocessor controlled systems, computer, and monitors.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options: Diploma in Electronic Servicing Technology

Program Sites: Harnett Correctional Institution - Day Program

#### Course Requirements for Electronic Servicing Technology Diploma

A. General Education Courses (10 SHC) C-L-SHC

ENG 102	Applied Communication II	3-0-3
MAT 101	Applied Math I	2-2-3

#### B. Required Major Core Courses (19 SHC)

ELC 140	DC/AC Fundamentals	5-6-7
ELN 140	Semiconductor Devices	4-6-6
ELN 141	Digital Fundamentals	4-6-6

#### Other Major Hours Required for Graduation (17 SHC)

CET 222	Computer Architecture	2-0-2
CSC 133	C Programming	2-3-3
ELN 240	Microcomputer Processes	3-3-4
ELN 244	Computer Repair	3-6-5
ELN 246	Certified Electronic Technology Preparation	3-0-3

Total Semester Hours Credit required for graduation: 42

#### Semester Curriculum for Electronic Servicing Technology Diploma

1st Semester (Fall)		
CET 222	Computer Architecture	2-0-2
CSC 133	C Programming	2-3-3
ELC 140	DC/AC Fundamentals	5-6-7
ELN 141	Digital Fundamentals	4-6-6
MAT 101	Applied Math I	2-2-3
		15-17-21

2nd Semester (Spring)		
ELN 140	Semiconductor Devices	4-6-6
ELN 240	Microcomputer Processes	3-3-4
ELN 244	Computer Repair	3-6-5
ELN 246	Certified Electronic Technology Prep.	3-0-3
ENG 102	Applied Communication II	<u>3-0-3</u>
		16-15-21

Total Semester Hours Credit: 42

## INDUSTRIAL TECHNOLOGY

### Welding Technology

#### Credential: Diploma in Welding Technology D50420P0

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum will be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Entrance Standards: See General Admission Standards on page 6.  
Academic Standards: See General Academic Standards on page 16.  
Program Length: 2 semesters  
Career Pathway Options: Diploma in Welding Technology  
Program Sites: Harnett Correctional Institution - Day

#### Course Requirements for Welding Technology Diploma

A. General Education Courses (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
MAT 101	Applied Math I	2-2-3

#### B. Required Major Core Courses (18 SHC)

WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Stick) Plate	2-9-5
WLD 121	GMAW (MIG) FCAW Plate	2-6-4
WLD 131	GTAW (TIG) Plate	2-6-4
WLD 141	Symbols and Specifications	2-2-3

#### C. Other Major Hours Required for Graduation (11 SHC)

WLD 116	SMAW (Stick) Plate/Pipe	1-9-4
WLD 151	Fabrication I	2-6-4
WLD 262	Inspection and Testing	2-2-3

#### D. Other Required Hours (1SHC)

ISC 110	Workplace Safety	1-0-1
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Total Semester Hours Credit required for graduation: 36

#### Semester Curriculum for Welding Technology Diploma

1st Semester (Fall)		C-L-SHC
ISC 110	Workplace Safety	1-0-1

MAT 101	Applied Math I	2-2-3
WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Stick) Plate	2-9-5
WLD 116	SMAW (Stick) Plate/Pipe	1-9-4
WLD 141	Symbols and Specifications	<u>2-2-3</u>
		9-25-18

#### 2nd Semester (Spring)

ENG 102	Applied Communication II	3-0-3
WLD 121	GMAW (MIG) FCAW Plate	2-6-4
WLD 131	GTAW (TIG) Plate	2-6-4
WLD 151	Fabrication I	2-6-4
WLD 262	Inspection and Testing	<u>2-2-3</u>
		11-20-18

Total Semester Hours Credit: 36

## PUBLIC SERVICE TECHNOLOGIES

### Foodservice Technology

#### Credential: Diploma in Foodservice Technology D55250P0

#### Certificate in Foodservice Technology C55250P0

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions. Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control. Graduates should qualify for employment as line cooks, prep cooks or bakers in foodservice settings.

Entrance Standards: See General Admission Standards on page 6.  
Academic Standards: See General Academic Standards on page 16.  
Program Length: 2 semesters  
Career Pathway Options: Diploma in Foodservice Technology; Certificate in Foodservice Technology  
Program Site: Harnett Correctional Institution - Day

#### Course Requirements for Foodservice Technology Diploma

A. General Education Courses (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
MAT 101	Applied Mathematics	2-2-3

#### B. Required Major Core Courses (16 SHC)

FST 100	Introduction to Foodservice	1-0-1
FST 101	Introduction to Baking	1-4-3
FST 102	Basic Foodservice Skills	3-8-7
FST 103	Safety and Sanitation	2-2-3
FST 104	Foodservice Equipment	1-2-2

#### C. Other Major Hours Required for Graduation (18 SHC)

CIS 111	Basic PC Literacy	1-2-2
FST 105	Menus Planning	4-2-5
FST 106	Advanced Foodservice Skills	2-6-5
FST 107	Advanced Baking	1-4-3
FST 108	Cost Control	2-2-3

Total Semester Hours Credit required for graduation: 40

#### Semester Curriculum for Foodservice Technology Certificate

1st Semester (Fall)		C-L-SHC
FST 100	Introduction to Foodservice	1-0-1
FST 101	Introduction to Baking	1-4-3

FST 102	Basic Foodservice Skills	3-8-7
FST 103	Safety and Sanitation	2-2-3
FST 104	Foodservice Equipment	1-2-2
*MAT 101	Applied Mathematics I	<u>2-2-3</u>
		10-18-19

\* Not required for certificate students.  
Students may exit with a certificate.

2nd Semester (Spring)		C-L-SHC
CIS 111	Basic PC Literacy	1-2-2
ENG 102	Applied Communication II	3-0-3
FST 105	Menus Planning	4-2-5
FST 106	Advanced Foodservice Skills	2-6-5
FST 107	Advanced Baking	1-4-3
FST 108	Cost Control	<u>2-2-3</u>
		15-18-21

Total Semester Hours Credit: 40

## TRANSPORT SYSTEMS TECHNOLOGIES

### Automotive Systems Technology

#### Credential: Certificate in Automotive Repair Technology

#### C60160P0

This curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and enhances the student's awareness of having to meet the challenges of this fast and ever-changing field. Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of electrical systems, engine performance, and engine repair. Upon completion of this curriculum, students should be prepared for ASE certification and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 1 semester

Career Pathway Options: Certificate in Automotive Repair Technology

Program Sites: Harnett Correctional Institution - Day

Course Requirements for Automotive Repair Technology Certificate

A. General Education Courses (3 SHC)	C-L-SHC
MAT 101 Applied Math I	2-2-3

B. Required Major Core Courses (10 SHC)

AUT 161	Electrical Systems	2-6-4
AUT 181	Engine Performance-Electrical	2-3-3
AUT 183	Engine Performance-Fuels	2-3-3

C. Other Major Hours Required for Graduation (5 SHC)

AUT 111	Basic Auto Technology	1-2-2
AUT 115	Engine Fundamentals	2-3-3

Total Semester Hours Credit required for graduation: 18

Semester Curriculum for Automotive Repair Technology Certificate

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1st Semester (Fall)		C-L-SHC
AUT 111	Basic Auto Technology	1-2-2
AUT 115	Engine Fundamentals	2-3-3
AUT 161	Electrical Systems	2-6-4
AUT 181	Engine Performance-Electrical	2-3-3
AUT 183	Engine Performance-Fuels	2-3-3
MAT 101	Applied Math I	<u>2-2-3</u>
		11-19-18

Total Semester Hours Credit: 18

## TRANSPORT SYSTEMS TECHNOLOGIES

### Small Engine and Equipment Repair

#### Credential: Certificate in Small Engine and Equipment Repair

#### C60280P0

The Small Engine and Equipment Repair curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair small engine-powered equipment. Shop experience is used to provide the skills to service, repair, or rebuild small engines. Students will be able to disassemble, repair, reassemble, and test small engines and equipment, to include the carburetor, electrical, transmissions, transaxles, and belt/pulley/chain drive systems. The course work includes safety practices, wiring diagrams, mechanical schematics, and the use of technical manuals.

Graduates should qualify for employment as small engine mechanics at small engine service and repair or rental shops, outdoor power equipment dealers, recreational vehicles dealers, and landscaping and grounds maintenance service centers. Other employment may be available in the agriculture and construction industry.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 1 semester

Career Pathway Options: Certificate in Small Engine and Equipment Repair

Program Sites: Harnett Correctional Institution - Day

Course Requirements for Small Engine and Equipment Repair Certificate

A. Required Major Core Courses (14 SHC)	C-L-SHC
PME 101 Small Engine Repair I	1-15-6
PME 103 Small Engine Carburetion	1-9-4
PME 106 Small Engine Transmissions	2-6-4

Total Semester Hours Credit required for graduation: 14

Semester Curriculum for Small Engine and Equipment Repair Certificate

1st Semester (Fall)		C-L-SHC
PME 101	Small Engine Repair I	1-15-6
PME 103	Small Engine Carburetion	1-9-4
PME 106	Small Engine Transmissions	<u>2-6-4</u>
		4-30-14

Total Semester Hours Credit: 14